



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SURENDRANATH EVENING COLLEGE
Name of the head of the Institution		Jafor Ali Akhan
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03329859011
Mobile no.		9153418739
Registered Email		snevening@ymail.com
Alternate Email		alijafor57@yahoo.com
Address		24/2 M.G.Road, Kolkata-9
City/Town		Kolkata
State/UT		West Bengal
Pincode		700009
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Debasis Manna
Phone no/Alternate Phone no.	03329859011
Mobile no.	9433837716
Registered Email	debasismanna451@yahoo.in
Alternate Email	snevening@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.surendranatheveningcollege.com/wp-content/uploads/2023/06/AQAR-2018-19.pdf">https://www.surendranatheveningcollege.com/wp-content/uploads/2023/06/AQAR-2018-19.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="https://www.surendranatheveningcollege.com/wp-content/uploads/2023/06/Academic-calender-2019-20.pdf">https://www.surendranatheveningcollege.com/wp-content/uploads/2023/06/Academic-calender-2019-20.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C++	69.10	2007	31-Mar-2007	30-Mar-2012
2	C	1.69	2016	05-Nov-2016	04-Nov-2021

<b>6. Date of Establishment of IQAC</b>	11-Aug-2014
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Organized International Seminar in association with the Department of Commerce	27-Feb-2020 2	110
Organized Webinar during lockdown period on ICT enabled Teaching Learning Evaluation in association with Library	31-May-2020 1	100

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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Sanjit Sarkar	EMEQ	SERB	2019 1095	1989000
Dr. Sanjit Sarkar	Gobesanoy Bangla	WBDSTBT	2019 1460	501000

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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View Link](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Uploading of AISHE Data for the current session

Career Advancement Scheme files of teachers were processed regularly with the constant support of IQAC.

Organizing International Seminar involving participation of students and faculties from other institutions promoting research.

Student monitoring was done by each departments and regular feedback from the stakeholders of the college were taken also.

In the COVID19 situation IQAC held meeting with the faculties for conducting Online Classes via Google Meet or Zoom platform.

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
To upload AISHE Data within the stipulated time	The AISHE Data was uploaded on 15.02.2020
Organization of seminars and webinars by different departments	One International Seminar by the Department of Commerce on 27.02.2020 and Webinar during lockdown period on 31.05.2020 to promote ICT enabled teaching learning process
Encouraging and motivating the departments to prepare the lesson plans and routine for online teaching to combat the COVID-19 situation.	Following the directives of the IQAC all the departments focussed on preparation and execution of lesson plans and online class routine for smooth running of the process.
Regular monitoring to complete all pending CAS cases.	Career Advancement Scheme files of teachers were processed regularly with the constant support of IQAC.
Necessary steps for smooth running of online examinations.	As instructed by the IQAC, the examination committee introduced online examination portal for question paper uploading in the college website from which the students can get their question paper for online exams. The HODs of all departments generated specific mail-ids for the receipt of answer scripts from the students for online evaluaion process.
Feedback collection	IQAC took positive initiatives in collection of the feedbacks from different stakeholders and analysed them on regular basis
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Body	12-May-2023
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2020
Date of Submission	15-Feb-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>College has incorporated Management Information System (MIS) since 2012 (student admission and management software) and Employee Management (2015) for increasing the efficiency in the management of our educational institution. MIS enabled our college to reduce paperwork, improve work efficiency, reduce administrative workload of academic staff, eliminate work duplication, and save time. The List of modules included in our system is as follows: STUDENTS MANAGEMENT MODULE: Maintains personal and academic information for every student admitted to college, used for generation of Students General Register and various certifications like Expenditure, Class wise and category wise registers, etc. Various statistical reports, I Card, and government reports can also be printed out FEES COLLECTION MODULE: Prints Cash Receipts, advances, or Bank Challans as per collection procedure. Tracks Student Fees pending / outstanding dues as per different headings provides summary reports of outstanding dues of students, generates student ledger. FINANCIAL ACCOUNTING MODULE: Creates daily Fee/ Fine Collection vouchers automatically, enters cash and bank receipts/payments vouchers, Contra Entry Vouchers, Journal Vouchers, prints reports like cheque register, Cash Book, Day Book, General Ledger, Bankbook</p>

reconciliation, Trial Balance, Income and Expenditure statements and Balance Sheet. PAYROLL MANAGEMENT MODULE: Calculates monthly Net payable as per Pay Scale and Grade Pay for teaching and nonteaching staff. Prepares the paysheet report as per Allowances Deductions norms. Prepares various submission forms to concerned authorities for sanction government agencies. ESTABLISHMENT MODULE: Manages personal information of Teaching and Nonteaching staff, qualification details, Experience details, joining date details, promotion dates, university approvals, applicable pay scales, Staff pay details, extracurricular activities, tax declaration, etc. SCHOLARSHIP MODULE: Maintains enrolment of students in various Scholarship schemes. Checks Scheme sanctions, undertakes disbursement, generates utilization certificate, tracks scholarship fund flow, etc. student admitted to college, used for generation of Students General Register and various certifications like: Bonafide, Expenditure, Character, Leaving/Transfer, Class wise and category wise registers etc. Various statistical reports, Identity Card and government reports can also be printed out.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Surendranath Evening College always maintain a well-planned process for the effective implementation of the curriculum designed by the University of Calcutta, our parent body. We donot have scope to design completely new curriculum but there is always a sincere effort to communicate the UG curriculum of the University of Calcutta to our students through proper channel. The main activity of this structure is governed by the Academic Sub-Committee which is constituted with the honorable Principal at its head followed by the IQAC coordinator and the head of all the departments of the college. Before the beginning of each academic session the Academic Sub-Committee conducts to chalk out plans for smooth running of the courses by each of the department. All the HODs are instructed to conduct departmental meetings among their faculties to distribute the syllabus and prepare lesson plans for the students. At this stage the academic calendar is prepared accordingly and made available to the students via orientation lectures at the beginning of the session. The Routine Committee is the next important part of this structure headed by the IQAC coordinator which makes master routine separately for

Humanities, Science and Commerce departments. After the approval of the Principal it is then given to all HODs. HODs then make departmental routines and again sent them to the Principal for final approval. Regular progression of the students is monitored at departmental meetings. Model questions are supplied to the students. Students are sensitized about the need for attending classes regularly. Students are encouraged to avail the Library facility. In some departments apart from the classroom teaching there are provisions of practical classes that are conducted in well-equipped laboratories of the college. The Examination Committee arrange for the internal examinations within the time span as notified by the University of Calcutta. All the students of the college are bound to appear for the internal examinations before the University examinations. Study materials are also supplied to the students by the respective teachers on regular basis. Accountability of teachers-students are attempted to ensure by biometric attendance of the teachers and attendance at class register.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	NA	NA

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	Nill	0
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#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	NA	0
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### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Nil
Parents	Nil

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

**Feedback Obtained**

Feedback system is an integral part of assessment of performance of any organization. Therefore, much importance has been paid towards students, staffs feedback programme to take care of our shortcomings. Every year we have performed feedback collection programme along with the critical analysis of feedback data to find out the area in which developments are needed. The feedback process is subdivided in to Infrastructure, administrative, academics, Library and students' facilities and we have analyzed feedback data for individual sections to get clear picture of our shortcomings. The IQAC meeting convened by Principal has been called to discuss the feedback results and action plan for further development .

**CRITERION II – TEACHING- LEARNING AND EVALUATION**

**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Hons .	426	796	241
BSc	Hons .	140	262	56
BCom	Hons .	522	1583	404
BA	General	494	788	357
BSc	General	150	87	25
BCom	General	633	1264	465

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**2.2 – Catering to Student Diversity**

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2967	0	31	0	0

**2.3 – Teaching - Learning Process**

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using	ICT Tools and resources	Number of ICT enabled	Numberof smart classrooms	E-resources and techniques used
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	ICT (LMS, e-Resources)	available	Classrooms		
66	66	49	3	1	20
<a href="#">View File of ICT Tools and resources</a>					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

NO
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Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2967	31	1:96

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
32	31	1	7	21

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Nusrat Jahan	Associate Professor	Jahan Ara Begam Award for literary and Academic Excellence, Bazm-E-Zakir
2019	Dr. Nusrat Jahan	Associate Professor	Dr. Rabea Sultana Nashad Award, West Bengal Urdu Academy
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Hons.	year	08/10/2020	23/10/2020
BSc	Hons.	year	08/10/2020	23/10/2020
BCom	Hons.	semester	08/10/2020	23/10/2020
BA	General	year	08/10/2020	23/10/2020
BSc	General	year	08/10/2020	23/10/2020
BCom	General	semester	08/10/2020	23/10/2020
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## 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The procedures of CIE have been inaugurated and shall be executed at an institutional level in three modalities: A. There is a process of constant student evaluation in which each department assesses strengths and weaknesses of students by means of class response and task solving performance. The feedback from these tests is then reviewed by each department leading to identification of weaker students for giving them special attention. Initiatives are taken by each department to make students more library friendly by a process of departmental commendation for the student with maximum library hours. B. The institution lays great stress on the feedback given by students. A comprehensive questionnaire is given to students at the end of the session/semester in which they have to evaluate the institution on teaching learning, academic infrastructure, library and other amenities offered by the college. Based on this feedback which is reviewed by individual departments and the Academic Sub Committee, a report is placed to the IQAC for quality control and enhancement of academic credentials of the college.

## 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college strictly follows an academic calendar which is prepared on the basis of guidelines issued by the University of Calcutta. The work of formulating the academic calendar is done by the Academic Sub Committee of the college. Classes for the semester 1 commenced on 05.07.2019. Classes for the semester 3 and 5 commenced from 08.07.2019. The internal assessment for semester I (Arts and Science) and semester III (Commerce) were held on 3rd week of Nov. 2019. The final semester examinations for semester I (all streams) and semester III (Commerce) started from 2nd week of December, 2019. The part II examination (all streams) under the old annual system were conducted from 3rd week of May, 2020. The internal assessment for semester II (Arts and Science) and semester IV (Commerce) were held on 3rd week of May. 2020. The final semester examination for semester II (All Streams i.e. Arts, Science and Commerce) and semester IV (Commerce) started from 2nd week of June 2020.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.surendranatheveningcollege.com/igac/program-outcomes-program-specific-outcomes-and-course-outcomes-2/>

## 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Part III	BA	Honours	46	42	91
Part III	BSc	Honours	6	4	67
Part III	BCom	Honours	212	115	54
Part III	BA	General	130	77	59
Part III	BSc	General	56	47	84
Part III	BCom	General	330	165	50

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

**No Data Entered/Not Applicable !!!**

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	1095	SERB	19.89	8.5
Minor Projects	1460	WBDSTBT	5.01	3.42
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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	NA	NA	NA	NA	Nil
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Hindi	1	0
National	Urdu	1	0

International	Computer Science	1	5.96
<a href="#">View Uploaded File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Computer Science	3
Electronics Sc.	1
<a href="#">View Uploaded File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Automatic Ambulance System using IOT	Dr Himadri Nath Saha	JoInternational Journal of Engineering Science Invention (IJESI)urnal of Computer and Mathematical Sciences	2019	Nil	Nil	0
<a href="#">View Uploaded File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Automatic Ambulance System using IOT Dr Himadri Nath Saha International Journal of Engineering Science Invention (IJESI)urnal of Computer and Mathematical Sciences	Dr Himadri Nath Saha	International Journal of Engineering Science Invention (IJESI)urnal of Computer and Mathematical Sciences	2020	Nil	Nil	Nil

May-20

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	11	12	19	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Nil	NA	0	0

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	NA	NA	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	Student Union	Clean Campus	3	21

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	0	0	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	NA	NA	Nil	Nil	0

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	NA	0
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
15.42	2.04

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar halls with ICT facilities	Existing
No file uploaded.	

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Libware	Partially	1.1	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	18503	1894700	602	225117	19105	2119817
Reference Books	101	39940	Nil	Nil	101	39940
e-Books	135000	5900	Nil	Nil	135000	5900
Journals	22	Nil	Nil	Nil	22	Nil
e-Journals	6293	5900	Nil	Nil	6293	5900
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
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Nil	NA	NA	Nil
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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	35	2	10	2	0	5	30	60	0
Added	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>35</b>	<b>2</b>	<b>10</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>30</b>	<b>60</b>	<b>0</b>

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

60 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Digital content developed by faculty for their respective courses	<a href="http://abhipod.com/researchpage/UGCMRP_05_06_ForWeb/index.html">http://abhipod.com/researchpage/UGCMRP_05_06_ForWeb/index.html</a>

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
85.5	79.91	14	12.08

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution continues its legacy of teaching learning process through updated and equipped modern facilities. The class routine is scheduled for optimal utilization of the available physical infrastructure. A well-coordinated and managed system is operational to ensure the maintenance of physical, academic and support facilities. The several heads under which this is done are as follows : A. High priority given to keeping all equipment in working condition. Repairing and maintenance of water cooler and Aqua Guard and WiFi connection undertaken with vendors and records maintained. B. Cleanliness and maintenance of class room and seating conditions is the responsibility of Class IV staff who work under the supervision of the office. An inventory of all furniture is maintained ensuring proper seating facilities for all students. C. Each department has been given a Laptop and the laptops are regularly serviced and installation of anti-virus software along with maintenance of office computers and printers and Xerox machine done by vendor as and when required and records maintained in the office. D. Problems pertaining to physical facilities in classrooms such as a non-functioning light or fan are reported by departments to the office and the Head Clerk allots duties to the Electrician who is a staff of the college and records are

maintained in the office. The same procedure is applicable for the running and maintenance of the noise-free generator in the campus for power back up with assigned Class IV staff reporting to the office. E. Common rooms are separate for girls and boys and maintenance of both common rooms are under the supervision of caretakers who are Class IV employees reporting to the office which schedules duty allotment and records of duty assignment are maintained. F. The sound system for the college auditorium as well as the ICT classes are maintained and inspected regularly by the assigned Electrician who is a college staff reporting to the office. G. All plumbing issues and maintenance of water facilities for drinking purpose as well as toilet use are the responsibility of class IV staff and repair done when necessary by plumbers with records maintained. H. The campus has continuous power supply with a generator backup.

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Concession	21	43450
Financial Support from Other Sources			
a) National	Scholarships	658	4499700
b) International	Nil	Nil	Nil
<a href="#">View File</a>			

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Nil	Nil	0	NA
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#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Nil	0	0	0	0
No file uploaded.					

#### 5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

### 5.2 – Student Progression



### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	NA	0	0
No file uploaded.					

### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	3	BA	urdu	West Bengal State University	MA
2020	5	BA	urdu	University of Calcutta	MA
2020	2	BA	Urdu	Moulana Azad College	MA
2020	4	BA	urdu	Aliah University	MA
<a href="#">View File</a>					

### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
No file uploaded.	

### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cricket	Institutional	32
Football	Institutional	24
Table Tennis	Institutional	22
No file uploaded.		

## 5.3 – Student Participation and Activities

### 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	Nil	NIL
No file uploaded.						

### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Surendranath Evening College has a democratically elected Students Union

consisting of members elected by and from among the students of the college. It is headed by a General Secretary and President and Vice President as well as Treasurer and Cultural Secretary. Elections are held regularly and there is a Students Affairs Committee consisting of office bearers selected from teaching and non-teaching staff of the college who supervise the elections by overseeing filing of nomination papers and counting of votes. There are about 5 functioning student bodies in the college who are in charge of various extracurricular activities like : a) organising Freshers Welcome and the college Social b) organising important events like observing Republic And Independence Day as well as the death and birth anniversaries of the founder of the college, the great nationalist and educationist Sri Surendranath Bannerjea c) organising Saraswati Puja as well as Iftar party for a secular harmonious environment in the college d) organising outdoor Sports Meet and e) organising indoor sports meet. Each such body is headed by the General Secretary and other office bearers of the Students Union. The student body has the management and particularly the Principal of the college as advisers. The Principal as well the Students Affairs Committee meet the Students Union regularly and make them a very important stake holder in the running of the college. All students of the college are in direct contact with the Students Union and can give feedback on academic and other concerns. Both the Governing Body of the College and the IQAC of the college have active and functioning Students Union members and it is generally the General Secretary of the Union who is a place holder in these two pivotal nodes of the college. Along with this, students representatives are also fully functional in other important bodies of the college, for instance the Student Welfare Committee, the Grievance Cell, and the Anti-Ragging Cell.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

00

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. To ensure decentralisation and participative management in the college, it has been a consistent practice to divest load and work management from the Principal to various sub committees who shall work in tandem for smooth academic and administrative governance of the college. Such a proposal came from the IQAC of the college and was later ratified by the Governing Body. The present management structure is more on the model of Principal as supervisor over the functioning of the various committees involving almost a major part of the faculty and non teaching staff. To look after the academic front the Academic Sub Committee, the Student Affairs Committee, the Routine Committee and the Library Committee has been constituted. Spearheaded by the HODs of all departments, and including a generous selection of teachers these various

committees monitor and regulate academic affairs and report to the IQAC of the college. On the administrative side a Leave Committee and a Service Book Committee has been formed to look after the leave and retirement protocols and calculations. Overall, the Principal and the IQAC work together with the committees so that load management and work implementation is done efficiently.

2. The Department of Commerce alongwith the IQAC of college organised an international seminar for two days during the month of February 2020 where a huge participation of students and faculties from other institutes helps in promoting research ideas among our students which will help them in their higher studies. In the COVID-19 scenario when the students were out of campus IQAC gave constant efforts for organizing webinars in online platform for engaging our students and faculties through their participation at the comfort of their home safely. IQAC also took initiatives to ensure that the students of our college get necessary support through e-learning resources during the lockdown period and they were kept engaged in studies through monitoring via their respective class Watsapp groups where the teachers provide them with study materials and took tests also.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Our college is a UG college academically affiliated to the University of Calcutta hence there is no scope for autonomous curriculum planning and delivery. The undergraduate syllabus is formulated by the University of Calcutta and the college delivers accordingly through its teaching-learning programs. The faculty members associated with the Board of Studies often individually contribute to this process. During the introduction of the CBCS curriculum faculty members of our college have actively participated in various workshops organized by the Board of Studies while formulating their syllabi and also gave their valuable inputs which was later incorporated in the final syllabus.
Teaching and Learning	The classroom teaching mainly includes the traditional chalk and talk method. There are few smart classrooms present in the college where we promote ICT teaching-learning process. Apart from the classroom teaching some departments like Physics, Chemistry, Electronic Science have well-equipped laboratories for taking practical classes. Departments like Computer Science and Commerce also have dedicated IT labs with sufficient

number of desktops and internet connection so that our students can avail modern technological support in their studies. Apart from these all the departments have separate laptops so that they can take some classes through power-point presentation in the smart classrooms.

#### Examination and Evaluation

The examination committee of the college plays active role in the conducting both the internal as well as University examinations. They prepare routine for the internal examinations following the guidelines of the parent body, CU. The college also acts as centre for different University Examinations and the teaching and non-teaching members together help in conducting those examinations. Many of our faculty members are involved in the University Examination process as paper-setters, moderators, examiners, head-examiners and coordinators. Some of our faculties also went to other colleges to act as External Examiner for practical examinations. Evaluating and scrutinizing of university answer scripts along with the uploading of marks in the University portal are regular part of our teaching job here. After the publication of the results each department conducts result review meetings.

#### Research and Development

The institute has a plan for the development of research infrastructures. A dedicated, well equipped Nanoscience Laboratory has been developed from the financial supports of Science and Engineering Research Board, Department of Science and Technology, Govt. Of India and DSTBT, Govt. of West Bengal. Research Committee with 5 teaching staffs is working for the betterment of research environment in the college. Two research Scholars are currently doing their research in the Nanoscience Laboratory under the supervision of Dr. Sanjit Sarkar, Department of Physics.

#### Admission of Students

Admission to the college is conducted online as per the directive of the Department of Higher Education, Governement of West Bengal. This is for regular students for the CBCS semester system. With the three year old one plus one plus one annual system, and for candidates with backlogs and

supplementary examinations, who seek admission to complete their courses, off line options are available. In all cases for fresh admissions of regular candidates, the process is completed without the physical involvement of faculty members and students. The merit list for selected candidates in general and reserved categories is uploaded to the college website. Once the online admission process is completed, verification of documents is done after the students join the college.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>The entire database of details of staff, students, and all important information which is necessary is available in Management Information System software. All data required for student admission, results, University registration number, college roll number, choice of general and elective subjects are digitized and this enables easy identification of goals and achievements. Information asked by Department of Higher Education regarding student categories, and other implemented government welfare schemes particularly for girl students is made available through the Management Information System.</p>
<p>Administration</p>	<p>A majority of the college administrative work is done on line. The college has an active and regularly updated website and all important administrative and academic notifications are uploaded for display in the college website. The website also displays the college prospectus, code of conduct, accreditation, AQAR reports and other NAAC related documents. Feedback is taken And in the time of pandemic all teaching, learning, and evaluation as well as class notices and question banks and study materials are uploaded to website for ready reference of students. There is biometric attendance for all staff members</p>
<p>Finance and Accounts</p>	<p>Fees for college and university examinations are remitted online. As a part of the WBIFMS, the online portal of the Pay and Accounts section and Department of Higher Education, the entire processing of the salaries of</p>

staff and the generation of salary slips every month is done online. Salary transfer once received from the Pay and Accounts section is credited and notified individually by the bank. Investments for tax savings by the staff is provided individually to the Accounts department and the tax procedures on behalf of the college is done online. The Principal is empowered to approve transactions related to daily expenditures or developmental work up to a limit of Rupees Fifteen thousand. All financial transactions involving infrastructure and developmental work and purchase of materials above the Fifteen thousand limit has to be ratified and approved by the Finance Committee and Purchase Committee and brought to the attention of the Governing Body of the college. In fact, the formation of the Finance and Purchase Committee with independent external members has been put in place by the GB to ensure greater speed and transparency and decentralization of powers. Records of the Finance Committee and the Purchase Committee, its proceedings and minutes are regularly maintained.

Student Admission and Support

All admissions are conducted online as per the directive of the Department of Higher Education, Government of West Bengal. Selection of students based on university guidelines and publication of merit list is done online. Details of students for registration purpose are sent to the university as and when required in online format. All fees related to admission for regular candidates in the CBSC system are collected online. In the time of pandemic attendance of students have been processed online for awarding marks in the UGC format of assessment and evaluation

Examination

In the time of pandemic all semester internal and university examinations were conducted online by the college. Assignments and projects for internal assessment were received from students in the online mode. All academic work like preparation and distribution of question papers, correction of scripts and recording of marks and entry of marks in pre-given university portal have been done online. As this was a

challenge for all stakeholders, particularly the students, faculty and management, care was exercised to groom both students and faculties to the technical details of doing things online.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	NA	NA	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refreshers Course	1	26/11/2019	09/12/2019	14
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	7	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GSI, West Bengal Health Scheme	GSI, Sasthya Sathi	Student Health Home

### 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institution conducts internal and external financial audits at regular

interval. The accounts of the college are audited regularly as per the government rules. The college has a separate dedicated Committee for keeping records of expenditure. Receipts including vouchers for payment made are checked thoroughly and tallied with order copy and four sets of quotations. They are then subsequently audited by the Government enlisted auditor at the end of the financial year, After the audit, the report is sent to the management for review and then finally to the Government. The college also files income tax return every year within the stipulated time.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
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6.4.3 – Total corpus fund generated

0
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## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nil	Nil	Yes	IQAC
Administrative	Nil	Nil	Nil	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Although, no such official association exists in our College, teachers regularly meet with parents / guardians, particularly through parent-teacher's meetings, which are convened in regular intervals. Academic and intellectual progress of the students remains the centre of discussion in these meetings.

6.5.3 – Development programmes for support staff (at least three)

i) Support staffs are encouraged to have computer literacy training programmes. Computers are provided in office in adequate number with Internet access during Office hours so that they can become familiar with the use of computers. ii) NonTeaching Staff of the college are covered under medical insurance scheme of State Govt., namely West Bengal Health Scheme 2008. iii) Non- teaching Staff members eagerly take part in different events of Annual Sports. Prizes are given away to winners.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Reviving the Canteen facility.
- Complete revamp of old electrical fittings and accessories and their replacement with power-efficient ones.
- Academic calendar of the college is prepared.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No



## 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	International Seminar organized by the IQAC and Department of Commerce	28/11/2019	27/02/2020	28/02/2020	100
2020	Webinar during lockdown period to promote ICT enabled Teaching-Learning process	08/04/2020	31/05/2020	31/05/2020	100

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
<b>No Data Entered/Not Applicable !!!</b>				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

As a measure of vector control management program, the cleaning staffs of the college visited different Departments to sprinkle bleaching powder on regular basis and campus cleaning activity was done. In an attempt to conserve the surrounding nature, the members are involved for maintaining garden in College premises. Harmful chemicals and hazardous waste used in the departments of chemistry are carefully handled and not allowed to mix with the general waste of College.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	0
Rest Rooms	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages	Number of initiatives taken to engage with and	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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	and disadvantages	contribute to local community				
No Data Entered/Not Applicable !!!						
No file uploaded.						

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus of the College	02/07/2019	Follow up actions are taken on the basis of particular instances of violation of prescribed rules

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observance of Independence Day	15/08/2019	15/08/2019	60
Teachers' Day celebration	05/09/2019	05/09/2019	120
Republic Day Celebration	26/01/2020	26/01/2020	50
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Plantation of saplings are done in the campus. Use of plastic bags are restricted inside the campus. Care is taken to ensure that hazardous waste of Chemistry Department do not mix with the general waste of College. Smoking is strictly prohibited inside the campus. Utmost care is taken to maintain the lush green environment as much possible in our limited free area.

**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

Best Practice 1: Enrichment of Library Resources  
 Title of the Practice: Enrichment of Library Resources  
 Context: The library is the central hub for the teaching- learning mechanism a sustained effort was made in this year to upgrade library sources. After the initiation of CBSE course the old books needed to be changed and upgraded to provide the students with the basic texts. This also required the replacement of older text books and the space required to keep them in storage. Objectives of practice: Providing necessary text books required for the new CBSE Syllabus to students in all departments, particularly to those students in all departments, particularly to those students coming from economically backward conditions. The Practice: In accordance with what is outlined above, the college added 602 books for all departments pertinent to the CBSE Syllabus. The amount spent was Rs. 2,25,117. The old books were replaced and the book selves which formerly did not show the books were changed to cupboards with glass giving open-access to students. The e-resources of N-List subscribed in 2018-19, was renewed to make available nearly 1,35,000 e-books and nearly 6000 e-journals. This was a radical change because students could not visually access books before and now they had the agency to look at and select books they wanted. Obstacles faced: Funds for buying new books and replacing cupboards to make them open-access for students was the greatest obstacle in the absence of any fund from UGC or the State Government. Keeping the urgent necessity for books with the newly introduced CBCS syllabus, the

Academic sub-committee petitioned the Governing Body for a special fund from the college and this was subsequently approved. Impact of the practice: This best practice considerably helped all the economically backward students to have the basic books which benefitted the class room teaching. Best Practice 2: Title of the Practice: Empowering Economically Weaker Students By Providing Concession On College Fees Title of the Practice: Empowering Economically Weaker Students By Providing Concession On College Fees Context: The college caters to a large hinterland of students coming from areas in the suburbs and mofussil connected by train service to Sealdah. Many of these students are first generation learners for whom even the modest college fee is a burden. In such a situation the college decided to waive the fees of such needy students. Objectives of practice: Providing economic relief to financially under privileged students to boost their chances of education and preventing drop-out due to monetary reasons. The Practice: Students are asked to apply to the Principal of the college requesting concession in college fees providing an income proof of the family ratified by the local MLA. These applications are then taken up by the Student Welfare Committee which works on the parameter and conditions of eligibility pertaining to the amount to be granted as concession. The college tries to reduce the fees as much as is financially feasible. The necessary documentation is attached. Obstacles faced: In the absence of any UGC fund or any grant from the State Government, arranging for funds to accommodate the concession is the greatest obstacle. However, prioritizing the needs of the students, the college is proud to give them exemption and some economic relief. Impact of the practice: This best practice has directly impacted the students as the college has been able to prevent a substantial section of students from dropping out due to monetary reasons.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.surendranatheveningcollege.com/wp-content/uploads/2023/06/best-Practice-2019-20.pdf>

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

As a college that was established primarily because a student wanted to study further inspite of their beng coming from a poor family background where they have to work in the daytime and earn for his/her family and then can only study in evening shift, our College, has always had students at its core, defining and distinctively shaping the institution. Students work harmoniously with the College administration and the Teachers Council for the sustenance and enhancement of the academic and cultural ethos of the College. Apart from being providing facilities for persuing higher studies our institution also encourage the students in physical activities which help them in doing well in university level sports competition also.

Provide the weblink of the institution

### 8.Future Plans of Actions for Next Academic Year

1. Continued proper implementation of CBCS system introduced by the University.
2. Emphasis on Preparation and submission of pending AQARs.
3. NAAC committee to be formed to initiate preparation of NAAC accreditation 3rd cycle.
4. To emphasize the completion of work of the pending AQAR.
5. Further Improvement of Divyangjan facilities in college for the Differently abled.
6. To complete all pending CAS cases.
7. To submit the data in AISHE portal within the stipulated time.

